



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

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Vermont Relay: call 7-1-1 or 800-253-0191

Office Assistant II Mayor's Office

POSTING DATE: August 13, 2015

DEADLINE TO APPLY: Open Until Filled

RATE OF PAY: \$17.43/hour

POSITION STATUS: Regular Full Time

EXEMPT/NON-EXEMPT: Non-Exempt

NUMBER OF POSITIONS AVAILABLE: 1

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for providing administrative support to the Mayor's office with an emphasis on clerical functions, encompassing document control, processing and retrieval of highly confidential information including, but not limited to, information relating to collective bargaining, personnel administration and budgetary matters. This position has extensive interaction with the public.

Essential Functions:

- Greet the public in person and by telephone; screen calls, refer calls, take messages and handle daily walk-in and scheduled visitors.
- Maintain schedules/calendars, make appointments, coordinate meetings.
- Open, review, and prioritize mail. Prepare and post outgoing mail.
- Perform administrative and clerical duties for the Mayor.
- Board Coordination: Type addenda, minutes and other documents; Prepare materials, coordinate meetings, maintain all records, coordinate with departments, City Councilors, and Commissioners.
- Perform clerical duties in support of department functions.
- Maintain office files and filing system.
- Schedule the Mayor's appointments, employing discretion in committing time, or refer caller to another appropriate source of information or service. Brief the Mayor on appointments.
- Protect confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorized parties, attorneys or the press.
- Type a variety of correspondence, memos, self-composed letters, minutes, reports agenda and other confidential documents. Assemble materials and coordinate office functions to meet deadlines.
- Coordinate time, location and participant arrangements for meetings; arrange travel and accommodations as required.
- Respond to constituents' requests for information with diplomacy and tact.
- Perform related work as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent and at least two years experience of experience working in a computerized office environment required.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Thorough knowledge of English usage, spelling, grammar, punctuation and format of business documents and correspondence.
- Strong computer skills, including Word and Excel required.
- Knowledge of City objectives and functions in area of assignment.
- Ability to research records pertaining to City Council actions and other documents related to City business.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to communicate diplomatically and effectively with employees, public officials, and the general public.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Ability to operate standard office equipment, including copier, adding machine, postage meter, and recording equipment.
- Ability to maintain the utmost level of confidentiality, integrity and trustworthiness.
- Demonstrated competence with computers to fulfill job related function.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401 or email dcota@burlingtonvt.gov. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.